

Marketing and Sales Support Executive

Job ID
REQ-10066198

11月 04, 2025

Malaysia

摘要

Support the TA Head/Product Managers/Product Executives in the team.
Provide enhanced marketing and secretarial support to team members. Provide analytical and operational support.
Associate are aligned to perform qualitative and quantitative analytics on data to enable the informed decision making.

About the Role

Major accountabilities:

- Responsible for providing secretarial and administrative support.
- Support the Project Managers in preparation of promotional material for marketing.
- Ensure the full implementation of the SOP.
- Issuing monthly reports showing customer satisfaction level.

- Update distributors database -Ensure the accurate and timely completion of all reports.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

Key performance indicators:

- Customer satisfaction.
- Delivery on time

Minimum Requirements:

Work Experience:

- Working experience within the pharmaceutical industry.
- Market and customer intelligence.
- Market Knowledge and Network is desirable.
- Patient/client driven with excellent communication skills.

Skills:

- Administrative Assistance.
- Adobe Indesign.
- Advertising Campaigns.
- Business Networking.
- Communication Skills.
- Curiosity.
- Customer Retention.
- Digital Marketing.
- Email Marketing.
- Marketing Collateral.
- Marketing Communications.
- Marketing Plans.
- Mobile Marketing.
- Press Releases.
- Social Media.
- Sop (Standard Operating Procedure).
- Trade Shows.

Languages :

- English.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

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部门

International

Business Unit

Innovative Medicines

地点

Malaysia

站点

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work
No

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